

Program/Project Manager (“Project Leader”)

- Sets goals and objectives for the projects.
- Executes Action Development Plans for the projects.
- Executes Evaluation Procedures to measure staff progress and performance.
- Reports to the Principal/Owner on staff performance and progress.
- Reviews/Evaluates the quality of deliverables by field staff and sub-contractors.
- Develops high level budgets and implements cost control tools.
- Develops project team policies and procedures.
- Motivates and effectively leads the team.
- Facilitates quality and performance audits for the projects.
- Develops and implement training for field staff.
- Oversees resolution of disputes and claims.
- Maintains a good working relationship with the owner and all project stakeholders.
- Consults and meets with the owner and consultants with respect to the work, design drawings and specifications for projects as assigned by the client.
- Attend project scoping meeting at the site.
- Reviews regulatory requirements for the projects.
- Develops and reviews project schedules.
- Obtain client’s approvals as required.
- Confirms, prepares for and conducts pre-bid meetings and site visits.
- Delivers sets of the project drawings and specifications to the client and other stakeholders.
- Create and Review submittals and oversees approval process.
- Oversees project work permit process.
- Reviews approved DOB plans and documents for accuracy.
- Expedites approvals of project safety plans.
- Attends project’s QA/QC meetings.
- Implements QA/QC recommendations.
- Holds project pre-construction/kick-off meetings.
- Conducts project coordination and Tool Box meetings with subcontractors.
- Facilitates mobilization by sub-contractors.
- Monitors sub-contractor’s performance.